

Instructions for Completing Grant Application Form
Citizen Corps Program

Virginia Department of Emergency Management

10501 Trade Court
Richmond, Virginia 23236

Grant Program – (Provided)

Applicant Jurisdiction - Use this space to provide the name of the city, county, town, or political subdivision applying.

Applicant FIN – Use this space to provide the applicant localities federal identification number.

Jurisdiction(s) Served - List all cities, counties, and towns to be served.

Grant Period - (Provided)

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality to complying with all the terms of the grant application. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax as well as telephone numbers for each person.

If possible, please provide an e-mail address also.

Brief Project Description – A short description of the proposed project.

Project Budget Summary – Total figures from “Itemized Budget.”